
Articles of Association for Nordic-Baltic Committee on Food Analysis - NMKL

Definition and purpose

§1 Mandate

Nordic-Baltic Committee on Food Analysis (NMKL) is a joint organization for Denmark, Finland, Iceland, Norway, Sweden, Latvia, Lithuania, and Estonia linked to the Nordic Council of Ministers through EK-FJLS Food. The main NMKL focus areas are:

- to develop methods of analysis in the area of food and feed,
- to issue NordVal International certificate for proprietary or other alternative methods of analysis in the food, feed, primary production samples and drinking water,
- to safeguard the Nordic-Baltic interests in the food area that relate to methodology of analysis,
- to prepare guidelines and procedures relevant for laboratories and stakeholders,
- to hold courses, seminars, and symposia to help and support food laboratories and users of their services, and
- to be a network for Nordic-Baltic food analysts in industry, government, and scientific disciplines.

§2 Purpose

The purpose of NMKL's work is to standardize new methods and procedures when needed for examining food in the Nordic-Baltic countries.

NMKL should not develop equivalent standards to already existing standards developed by other standardization organizations but could recommend them and produce extensions to adapt to Nordic-Baltic conditions when needed.

To the greatest possible extent, the work in NMKL shall be adapted to the guidelines and recommendations that apply to Nordic-Baltic co-operation and other international co-operation in the food sector.

Organization

§3 Secretariat

The daily business is administered by the secretariat lead by the Executive Director (ED) normally assisted by a secretary. ED is responsible for the daily business and economy.

When NMKL does not have its own organization number, NMKL is dependent on a VAT registered institution to host the secretariat. The host institution is decided, if possible, at the Annual Meeting and a legally binding contract with NMKL is for 4 years term (§5). The contract can be extended if in

agreement between NMKL and the host institution. The host institution appoints the ED and secretary with the institution's administrative infrastructure at disposal.

§4 Structural organization

The NMKL structural organization is outlined in Table 1.

- a) **Structural organization.** The President is the highest ranked officer and the Chair of the NMKL board. NMKL projects are carried out in either of the four NMKL groups: Chemistry, Microbiology, Sensory and NordVal International. Each group is led by a Chair. A National contact point is appointed in each member country and is the country's representative in the NMKL Board. The daily business of NMKL is administered by the secretariat (§3) lead by ED.
- b) **NMKL Board.** The NMKL Board is the highest decision organ in NMKL regarding economical and principal administrative decisions. The President of NMKL is the Chair of the NMKL Board and is elected for 2 years. A vice-President is elected for a 2-year term; the vice-President subsequently runs for election as President. The election shall take place at the Annual Meeting (§5). The NMKL Board is constituted by the President, vice-President, Chairs of the groups, National contact points and the secretariat. The secretariat has no voting rights. The National contact point can be represented by the same person as is the President, the vice-President, or a Chair, thus, the same person can have several votes. With 8 countries in NMKL (NO, DK, SE, IS, FI, EE, LV, LT) there will be 8 National contact points, and including the President, vice-President and four group Chairs there are in total 14 votes in the NMKL Board. The NMKL Board elects the National contact points.
- c) **National contact points.** One National contact point is appointed in each country NMKL has members. The National contact point is a NMKL member. The National contact point can permanently/temporarily delegate the role to another NMKL member. National contact points report to the NMKL Board and the secretariat.
- d) **NMKL groups.** To lead the activities of NMKL and coordinate the NMKL projects a Chair, and a vice-Chair are elected for each of the four groups. Chairs and vice-Chairs are suggested by the respective group and the election shall take place at the Annual Meeting (§5). The Chairs have the overall academic responsibility, being updated in the field and assisting in keeping in touch with stakeholders. Chairs appoint NMKL members, project leaders, project members and a group representative in each of the member countries. The project members do not need to be part of NMKL. Chairs report to the NMKL Board and informs the secretariat.

Table 1. NMKL structural organization.

NMKL Board	Microbiology	Chemistry	Sensory	NordVal Int.
President	Chair	Chair	Chair	Chair
vice-President	vice-Chair	vice-Chair	vice-Chair	vice-Chair
NO contact point	NO representative	NO representative	NO representative	NO representative
DK contact point	DK representative	DK representative	DK representative	DK representative
SE contact point	SE representative	SE representative	SE representative	SE representative
IS contact point	IS representative	IS representative	IS representative	IS representative
FI contact point	FI representative	FI representative	FI representative	FI representative
EE contact point	EE representative	EE representative	EE representative	EE representative
LV contact point	LV representative	LV representative	LV representative	LV representative
LT contact point	LT representative	LT representative	LT representative	LT representative
Microbiology group Chair				
Chemistry group Chair				
Sensory group Chair				
NordVal International Chair				
NMKL Secretariat				

e) Specific for NordVal International.

NordVal International consists of a Steering Group (SG) that makes the decisions and appoints members to project groups named technical committees (TCs). The TCs consist of NordVal International members only and are appointed to review method applications and study reports. The TCs have meetings after individually reviewing the documents and present a recommendation in a brief report to be addressed at the forthcoming SG meeting. ED executes administrative work for NordVal International and elaborates, in collaboration with the Chair of NordVal International, the agendas of the SG meetings which are forwarded to the SG at least 10 days before the meeting. NordVal International handles applications with confidentiality. NordVal International members must be independent and not have any special interest in the production/ distribution of test kits, special reagents, or instruments, that can give doubt about their independency. The members must have the necessary competence and should be able to dedicate adequate time for the work involved. Technical decisions taken by SG do not need to be forwarded to the NMKL Board or NMKL Annual Meeting for approval. SG members are reimbursed for travel and accommodation expenses of the meetings and TC members can be compensated with fees determined by the NMKL Board.

Meetings

§5 Annual Meeting

The main purpose of the Annual Meeting is to promote Nordic-Baltic networking on food analysis by addressing the mandate and workplan of NMKL as well as electing administrative leaders.

Amendments to the NMKL Articles of association or Rules of procedure introduced by the NMKL Board must be presented at the Annual Meeting in plenum, any objections must be addressed and evaluated by the NMKL Board.

The President can be nominated by the NMKL groups and is appointed at the Annual Meeting, at the plenary session. The intended period is 4 years in total: first election is for serving two years as vice-President consecutively followed by a second election for serving 2 years as President. In the same way the group Chairs can be nominated by the groups and are appointed at the Annual Meeting, at the plenary session. The intended period is 4 years in total: first elections are for serving two years as vice-Chairs consecutively followed by a second elections for serving 2 years as Chairs.

At the Annual Meeting, NMKL guidelines, action plans, workplan and budgets are addressed. Annual reports and information from collaborators and member countries are presented. New topics that emerge are discussed and evaluated to decide if new projects should be initiated in the relevant group(s).

NMKL holds its Annual Meeting in August or September, and the bulk of the work shall take place in the NMKL groups (§4d). In extraordinary situations the Annual Meeting can be held virtually using a digital business communication platform.

§6 Group meetings and project meetings

The four NMKL groups should have respective group meetings at least 2-3 times a year in addition to at the Annual Meeting. The meetings can be held virtually using a digital business communication platform. Project meetings are administered by a project leader and should be held at least 2-3 times a year, and when needed, to make the necessary progress to be reported to the respective group. In NordVal International the project meetings are called Technical Committee (TC) meetings and report progress to the Steering Group (SG) (§4e).

§7 NMKL Board meetings

The NMKL Board meets in January or February every year. The NMKL Board decides on administrative topics, approves budgets and accounts (§9) after they have been discussed in the respective groups, and makes decisions about NMKL projects to streamline the processing of methods and procedures. Simple majority decision applies in the NMKL Board (§4b). ED does not have the right to vote. Group Chairs and National contact points are responsible for appointing a deputy if needed when the NMKL Board is called for a meeting.

§8 Meeting concerning urgent matters

Urgent matters concerning NMKL are either a) decided electronically in the NMKL Board by email or b) decided in an extraordinary NMKL Board meeting. The meetings can be held virtually using a digital business communication platform.

- a) A proposal is put forward by the ED or the President with a deadline for comments, normally 10 days. Comments must be shared with everyone in the NMKL Board to be considered. If there are no comments that needs to be addressed, the proposal is accepted immediately after the deadline.
- b) ED or President calls for a meeting by a scheduling assistant, selects the most appropriate date for a meeting and emails the call including the agenda. The members of the NMKL Board must

1) attend or 2) send a vice-representant or 3) email their comments to the agenda to ED before the scheduled meeting.

Financing and financial management

§9 Economy

- a) NMKL's financial year follows the calendar year, i.e. from 1 January to 31 December. At the Annual Meeting ED presents the accounting, budget and workplan. The budget and workplan are specified after the meeting in accordance with suggestions made at the Annual Meeting. The final budget for the calendar year is determined at the next NMKL Board meeting.
- b) ED is treasurer of NMKL and as such responsible to NMKL for bookkeeping and for ensuring that NMKL funds are used in accordance with these articles of association and decisions made by NMKL. If significant cost overruns are expected in the approved budget, ED is obliged to immediately inform the NMKL Board of these matters, and to apply to the Nordic Council of Ministers for additional funding if needed.
- c) The accounts are kept in accordance with the financial regulations of the Nordic Council of Ministers. The accounts are sent to the NMKL Board as soon as they are closed. The accounts are approved by the NMKL Board. Complete accounts must be sent to the public audit authority in the country hosting the secretariat of NMKL and to the Nordic Council of Ministers by 15 February. The public audit authority in the country hosting the secretariat of NMKL must submit its audit report to the Nordic Council of Ministers by 1 April. The President and ED sign the accounts upon approval. Accounts and audit report are presented at the next NMKL Annual Meeting.

Rules and implementation of changes

§10 Rules of Procedure

NMKL lays down more detailed rules for the activities in a separate document for Rules of Procedure.

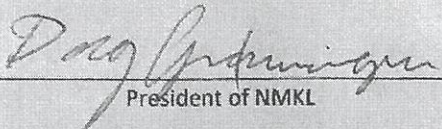
§11 Amendments

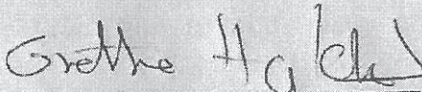
Proposals for amendments to these articles of association may be submitted by the Chairs of the groups and by ED to the NMKL Board. The NMKL Board can accept amendments by majority vote. The amendments must be presented at the forthcoming NMKL Annual Meeting and any objections must be addressed and evaluated by the NMKL Board.

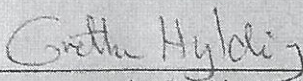
§12 Liquidation

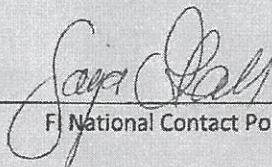
If NMKL were to discontinue its activities, its assets should be distributed among the member countries in accordance with the principles laid down by the Nordic Council of Ministers regarding Nordic co-operation.

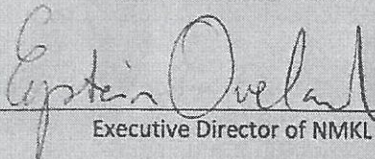
Stating agreement of Articles of Association for Nordic-Baltic Committee on Food Analysis, Ver. Aug 2022, the NMKL Board and the Executive Director:

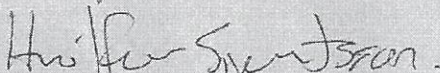

President of NMKL

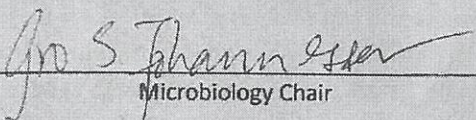

DK National Contact Point

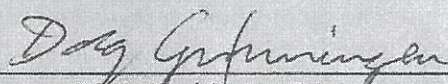

vice-President of NMKL

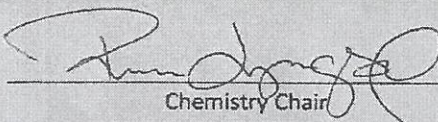

FI National Contact Point

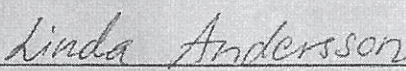

Executive Director of NMKL

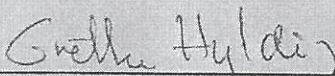

IS National Contact Point


Microbiology Chair

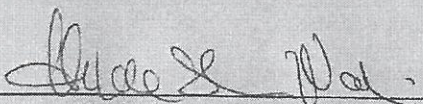

NO National Contact Point


Chemistry Chair

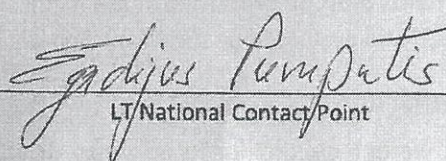

SE National Contact Point


Sensory Chair


EE National Contact Point


NordVal International Chair


LV National Contact Point


LT National Contact Point